



## **Executive Committee Meeting**

Thursday, October 10, 2008 1:00pm – 3:00 pm  
State Capitol – Ft. Totten Room, Bismarck, ND

### **Attendees:**

Sally Holewa, Chuck Placek, Glenn Ellingsberg, Greg Wilz, Julie Lawyer, Gordon Christensen, Darin Anderson, Amy Vorachek, Sue Davenport, Cher Thomas, Jim Boehm, Larry Ruebel, Carrie Oswald

### **Not Present:**

Keith Witt, Daryl Vance, Jerry Kemmet, Dave Kleppe, Nancy Walz, Kelly Janke

Chuck called the meeting to order noting many of the members were unavailable to attend.

Nancy is retired but will be helping with CJIS.

### **1. Approve Meeting Minutes**

- Glenn motioned to approve, Sally seconds. Minutes approved.

### **2. SAVIN Program Update – Amy Vorachek**

- Amy had the kickoff with Appriss in Kentucky for the jails module as scripting was discussed. She received the schedule for the project plan. She will hopefully get the project plan signed off next week. Appriss will be working more directly with the agencies IT staff. Amy informed them she needs and will be involved in the process. Pam asked if we reported on the bill draft on the Victim Rights in this meeting. We had discussed last meeting. Amy said they are now going through the changes. Amy stated that Janel was concerned that the Judiciary Committee minutes did not show NDCAWS' support and wants to clear up the confusion. Amy doesn't see any major bumps. Chuck asked Amy to give information on the software that allows agencies to monitor information. Amy said the user agencies are going to be given access to VineWatch. The software allows you to view who is registered, how many are registered and it can be used to show incomplete notifications. User agencies are anyone who we are doing business with. Jails and advocates are working together now and we should continue this by giving them access to the software. Pam thinks we should deem them to have access as the vendor should not determine this; it should be up to this SAVIN Governance Committee and the CJIS Executive Steering Committee. Amy can give access to as many people in the jail as needed. Gordon said another feature is to override or initiate notifications from a jail, the executive committee may not want to give non-jailers this function. Glenn asked if we are trying to get something centrally located through the CJIS Portal. Chuck's original support of SAVIN, he thought SAVIN could deliver a unified jail management program. We've found there is some interest out there but not as much as Chuck hoped. It runs parallel to the LERMS issue and etc. They were receptive to allowing interface but not the other way. Cost is also an issue in some cases. In the Portal, we feed the vendor and they feed the offender information back. We will get information on the offender from the hub but it isn't truly a jail management system. The project scope does not include registered victims in the hub. Chuck is concerned with VineWatch software for the DOCR, only those DOCR offenders are the ones DOCR should be able to have

access. If DOCR could view all offenders even those with nothing to do with DOCR, this could be a security issue. Gordon said we are looking into how that can be separated. Amy doesn't think VineWatch works that way. They wanted to sell us Justice Exchange to enable that. Glenn thinks this could be a concern but also a benefit. If you see the same victim showing up in multiple cases, it could lead to more information. Gordon said in most cases you will only have a email address or phone number, VineWatch is not a victim management system. Amy said we can get statistical information.

### **3. CJIS Project Status Report and Statistics – Gordon Christensen**

- Single page handout with each project and status. Gordon went over each item.
  - i. Bismarck PD Integration, Chuck asked if integration will happen in January. Gordon said yes, possibly December.
  - ii. VPN firewall, Gordon emailed the statistics. It indicates no increased risk to the State of ND. We will proceed.
  - iii. Disposition Study – Judi Volk said they have done most of the work. It is stalled now because of the Automatic Fingerprint project.
  - iv. Gordon went over a handout which covered the last quarter of the CJIS portal usage summary. In June, we added two services. Chuck looked at the percentage of active users. Our percentage of active users is around 60%. Everything is going up but the active user's percentage stays about the same. This could plateau. There are still lots of people who had questions with CJIS and LERMS. This is showing we've reached the users that know about us now and we have to work hard to educate people who are not using CJIS. Glenn offered to help through the ND Sheriff's Association or the Chiefs association to educate others. Chuck said with DOCR it is mandatory for parole officers to be a user. Chuck believes we are underutilizing the hub. Julie said the State's Attorneys are using it but Burleigh County is not. Julie will contact Darin to help promote is at Burleigh County. There seems to be a misunderstanding about the Portal as a free service. Perhaps next year at the ND Peace Officers Association, we could break out a session where CJIS could present information. Pam said we have attended the quarterly meeting. Sally said we may want to contact the people already presenting make note of their use of the Portal. We could also have a breakout session for showing tips and tricks.

### **4. CJIS Law Enforcement Survey- Darin/Gordon**

- Gordon introduced Darin Anderson. He has taken on more responsibilities than his predecessor. Darin went over survey questions and results.
  - i. The survey was administered in June and July to see how agencies felt about our products. A 75% response rate was achieved.
  - ii. Overall the response was positive. Darin will do follow up with agencies to answer questions and inform them further of our services.
  - iii. We are in the planning phase of doing a STARS and JustWare survey.

### **5. Discuss EC meeting in Fargo – Charles Placek**

- Is there any interest in holding this meeting in Fargo? Glenn said it is possible for this project and would love to have us down. Chuck asked if the November meeting would work. All agreed to the idea. Glenn will schedule the room. Pam will send the invite and see what kind of response she gets. Pam said we could get a state vehicle and carpool to save the state money. We will stay with November 12<sup>th</sup> since

that invite went out. Chuck thinks it is important to be onsite in Fargo and we could learn something new.

#### **6. Administrative Rules – On Hold - until after legislative session due to CJIS Governance Restructure Bill**

- Pam said the Administrative rules were approved but the Board initiated a governance restructure. This will combine the board and committee to one governance body. Pam felt it was not in the best interest for CJIS until session is over to proceed with the rules. The Legislative IT Committee passed the draft bill on Monday with the proposed change. Chuck said that means, today we have a board and a committee and what this restructuring does is marry the two into one.

#### **7. IJIS Study**

- Pam is waiting for a response from IJIS.

#### **8. Courts Replacement Project – Sally Holewa**

- The Courts do not have a contract yet. At this point we are 3 weeks into contract negotiations and about 7 versions into it. If it doesn't pass this Monday, we probably will not have a contract at all. We had 9 responses and narrowed it down to 3. We unanimously picked Tyler as the vendor.
- The Courts have hired a new IT Director starting October 20<sup>th</sup>.

#### **9. CJIS EC members discuss current information projects – All members**

- Chuck, DOC, we are currently hired ITD to do an assessment for design of FileNet. We can't keep ahead of the paper. We're going to implement a document management system. This is the most complex they have run into. Everything must be kept for legal purposes. They will be rolling out to their vendors the need to utilize iTag. If you are a county jail that houses inmates, you will have a caseload. You will log them in and admit them. It is a one screen process. In doing that, by the second quarter of 2009 that software can be in such a state as real-time. We could then run reports both internal and external contact facilities. All kinds of files are included. State agencies get charged every month for ever SFN number they have. DOC has the most SFN numbers. Chuck is hoping to condense the number of forms and approach records management in a different form.
- ICOTS was rolled out on Monday in all 50 states and 3 territories. We are now doing business. Everything goes into a database for interstate communications. Appriss was the vendor. On Monday it had over 44,000 hits. We anticipate by the 1<sup>st</sup> of the year, we will know who is under supervision in all 50 states. It is all on the website. The Parole and Probation unit has access to this system. Once we are up and running, they will open a portal to the general public. It will only show whether the person is under supervision or not. You will not be able to see where. Every state has to have their legacy data in by December 5<sup>th</sup>. We have ours sent off. We will have to resend another batch soon.
- Greg Wilz had their first budget meeting and talked about the project going to the Governor's office. We did get our projects through SITAC: Radio Towers, CADD, and Emergency Services. They had 8 vendors for CADD and have completed the review. It was narrowed down to 4. Demo dates have been set for the last week of October. That project is moving forward. They have not unveiled the financials yet. Completion due date was July 1, 2009 but all were unsure if they could deliver by then.
- Greg said the mapping and updating to new GIS mapping will be finished around the 15<sup>th</sup> of January. They briefed entire budget to Governor's office. They don't

have an answer yet. Investments are all included in their budget.

- Julie is just waiting for the disposition.
- Cher said they have a ton of stuff going on. In analysis state of case management system for BCI. They will look at interfacing that with CJIS. BCI is looking at new lab system for the crime lab in the budget and anticipate getting that. If it goes through, they will issue an RFP and it should be in place by fall winter 2009. A piece of that would be available to State's Attorney and law enforcement. BCI case management will barcode evidence and validate by the barcodes. Will be able to publish that so agencies that bring in evidence will have it automatically hit the crime lab in a holding tank. Chuck asked if they will look at DNA also. Cher said yes will look at it. They have some issues with DNA now but it would be part of that project.
  - i. Sex offender rewriting repository. Info will not be available to CJIS yet. It will be an additional project after the fact. We are looking at automating the sex offender registry forms and applying for Kiosk technology later. BCI will roll out the 24/7 sobriety program. They want to look at getting that info into CJIS as well. Chuck said one of the things that have come out of the FileNet study is the issue of bluebooks. It was suggested moving blue books away from paper or storing in a medium that could be accessed by multiple people. Blue books hold all of a sex offender's information. If they stored them electronically, more than one person can use and/or view the information. Sally suggested SharePoint for this process.
- Carrie said the Highway Patrol should have bids for NetMotion next week. Pam asked if they received a waiver for NetMotion as there had been discussion on this. Carrie got the go ahead to purchase from ITD.

#### **10. CJIS Round Table Discussions – Break into groups**

- Pam would like more of the members present for this. They will get into groups and share their thoughts and views on what CJIS does for them and how they use it. She handed out what she was planning today. We will wait for more members to be present.

**11.**Next meeting: November 12 in Fargo. Pam will send new invite.

**12.**Sally motioned to adjourn, Greg seconds, Meeting adjourned 2:39 PM.